



Georgia Department of Behavioral Health & Developmental Disabilities
Frank E. Shelp, M.D., M.P.H., Commissioner

Division of Developmental Disabilities

Two Peachtree Street, NW • Suite 22.406 • Atlanta, Georgia, 30303-3142 • 404-463-8037

TRAINING ANNOUNCEMENT

How to Become a Provider of Developmental Disabilities Services

To: Potential Providers of Developmental Disabilities Services
Regional Coordinators
Regional Hospital Administrators

From: Beverly D. Rollins, M.P.A., Acting Assistant Deputy Commissioner for Developmental Disabilities

CC: Department Management Team

Date: November 5, 2009 (**PLEASE READ the FULL content of this announcement**)

The purpose of this memo is to notify you of the upcoming session for How to Become a Provider of Developmental Disabilities Services.

Title: How to Become a Provider of Developmental Disabilities Services

Description: This informational session is designed to cover topics relevant to those interested in serving persons with developmental disabilities for service reimbursement through the Medicaid Waiver. By attending this session, interested providers will be presented with a clearer understanding of some of the initial steps involved in applying to become a provider of DD services.

This is an informational session only. A certificate of attendance from this session will not be provided.

Agenda topics will address:

- What is the Difference between Individual and Agency?
- Explanation of Agency Services and Individual Services under the NOW and COMP waivers
- Types of Licenses Needed to Provide Services
- What is a Developmental Disabilities Professional (DDP)?
- Division of DD Mandatory Training – The “Introduction to the DD Service System for Potential Providers” must be completed prior to submitting a provider application

Presenters: Mary Barclay, Provider Development Coordinator, Division of Developmental Disabilities.

Audience: Those invited to attend include those who want to learn about the requirements for developmental disability providers in Georgia. This is an informational session only. A certificate of attendance from this session will not be provided.

Details:

How to Become a Provider of Developmental Disabilities Services ***Informational Session Only – Certificates Of Attendance Will Not Be Provided*** **NO-WALK INS**

Due to space limitations, no walk-ins will be allowed for this event. You must pre-register AND receive an attendance approval notice in order to attend this event. The attendance approval notice will come from RegistrationMHDDAD@dhr.state.ga.us or Lory Barkley and will indicate that you have been approved to attend this event, **December 9, 2009 – Atlanta, GA**. Notice of approval or non-approval will be sent no less than 5 business days prior to the event. At times, email from us is automatically sent to the spam/junk email folder. If you have not received a notice 5 days prior to the event, please be sure to check your spam/junk email folder for the email correspondence prior to calling.

This is an informational session only. A certificate of attendance from this session will not be provided. Approval to attend this event is made on a first-come, first-serve basis which is determined by the order that the registrations are received.

| Dates | Location |
|--|--|
| Wednesday December 9, 2009 9:30am to 12:30pm Registration closes on November 20, 2009 <i>No registrations will be accepted after the deadline</i> | ATLANTA 2 Peachtree Street, N.W. 7th Floor, Room 7-430C2 Atlanta, Georgia 30303 <u>Directions:</u> See the last page of this announcement. Due to space limitations, no walk-ins will be allowed for this event. You must pre-register AND receive an attendance approval notice in order to attend this event. Sign-in for approved attendees begins at 9:00 am. <u>The session begins promptly at 9:30 am.</u> Please take into account city traffic as well as parking and plan to arrive on time. |

NOTE: This event will be held monthly in Atlanta. **The next sessions will be held:**

January 21, 2010
February 10, 2010

Registration:

- **This is an informational session only. A certificate of attendance from this session will not be provided.**
- Complete the registration form on page 4 of this announcement and fax to 404-463-4186 by Friday, November 20, 2009. No registrations will be accepted after the deadline. Reminder: Walk-Ins or persons who were not approved to attend will not be admitted to this session! If you arrive with someone who did not receive an approval notice or if you send someone in your place and that individual did not pre-register and receive approval to attend, that individual will not be admitted to the event. The names of the individuals who do not appear on the attendance roster are considered walk-ins.
- Approval to attend this event is made on a first-come, first-serve basis which is determined by the order that the registrations are received.
- **You must provide an email address** so that we can communicate with you.
- Notification that you have been approved to attend will be sent (via email) at least 5 business days prior to the date of the session for which you registered. This notification will be sent via email from the DBHDD Training staff.
- **If you have not received an email indicating whether you are approved or not approved to attend the session by 5 business days prior to the event, please email RegistrationMHDDAD@dhr.state.ga.us to inquire about your status. In that email, please be sure to tell us the name of the event and session date.** Notice of

approval or non-approval will be sent no less than 5 business days prior to the event. At times, email from us is automatically sent to the spam/junk email folder. If you have not received a notice 5 days prior to the event, please be sure to check your spam/junk email folder for the email correspondence prior to inquiring of your status.

- We request that you provide a notice of cancellation no later than 72 business hours prior to the event. If you are unable to attend, and we have advance notice, your slot would open for us to approve the next person who appears on the registration list.

Please Note: There is no fee for this event; however, participants are responsible for their own travel, lodging arrangements, meals and snacks. You may want to bring a light-weight jacket or sweater as trainers have no control over room temperature. NOTE: We are not able to accommodate childcare needs at this event. Participants are expected to give their full attention to the presenters and therefore cannot be involved in taking care of children during the event. Therefore, registrants will not be admitted to this event if they bring with them a child under the age of eighteen.

CEUs: No CEUs or Certificates of Attendance will be provided for attending the session.

Contact: For questions regarding registration, please contact Lory Barkley, Training Coordinator II, via e-mail at RegistrationMHDDAD@dhr.state.ga.us or by phone at (404) 657-2291. NOTE: Once the session is full, the only way to secure a space is if an approved registrant cancels and you are next on the waiting list.

FAX REGISTRATION FORM
How to Become a Provider of Developmental Disabilities Services
Wednesday, December 9, 2009

This is an informational session only. A certificate of attendance from this session will not be provided.

Name: _____

Telephone: _____

Email address (please print): _____

Confirmation of registration will only be provided for those who give an email address.

Please Email or Fax Registrations by November 20, 2009

No registrations will be accepted after November 20, 2009

RegistrationMHDDAD@dhr.state.ga.us Or Fax to (404) 463-4186.

Questions? Email **RegistrationMHDDAD@dhr.state.ga.us** or call 404 657- 2291.

Directions:

Two Peachtree Street is located at the corner of Peachtree Street and Marietta Street. This is the location of Atlanta's Five Points. The Five Points MARTA Station is just south of Two Peachtree. The building can be entered from the east by Peachtree Street, from the north by Marietta Street, and from the west by Board Street Plaza which connects directly to the Five Points MARTA Station.

PLEASE NOTE:

1. The directions in the announcement lead you to the parking garage across the street from the building where the training will take place. However, you may park in another location if you prefer. If you decide to park in the garage as noted in the directions, please note that there is a fee for parking (as is for all other parking garages in downtown Atlanta). The parking rate for the garage across the street ranges between \$8 - \$14. You may be requested to pay the fee when you enter the garage.
2. The City of Atlanta will at times adjust street signs which could impact the directions given (i.e., directions may say "turn right" on a particular street, but there may be a street sign that displays "no right turn"). In utilizing the directions that we provide, please also be sure to adhere to the street signs posted as something could have changed since the directions were developed and sent.

Directions to 2 Peachtree Street

- **From the north:** Take I-75/85 South to Exit #248A (Capitol Avenue) onto Martin Luther King Jr. Drive and go to the 6th traffic light. Turn right onto Peachtree Street. Go 2 blocks and turn right onto Wall Street and then immediately turn left into the PARKING DECK. Park and then return to Wall Street. Turn right to face Peachtree Street and the main entrance to Two Peachtree Building. Cross Peachtree Street and enter the building. Stop at the Security Desk for a pass and directions to the training room.
- **From the south:** Take I-75/85 North to Exit #246 (Fulton Street/Central Avenue). Follow Central Avenue to the 5th traffic light. Turn left onto Martin Luther King Jr. Drive. Go 2 blocks and turn right onto Peachtree Street. Go 2 blocks and turn right onto Wall Street. Immediately turn left into the PARKING DECK. Park and return to Wall Street. Turn right to face Peachtree Street and the main entrance to Two Peachtree Building. Cross Peachtree Street and enter the building. Stop at the Security Desk for a pass and directions to the training room.
- **From the east:** Take I-20 West to Exit #58A (Capitol Avenue). Turn right onto Capitol Avenue and continue until the intersection with Martin Luther King Jr. Drive (at this point Capitol becomes Piedmont Avenue). Turn left onto Martin Luther King Jr. Drive and go 5 traffic lights. Turn right onto Peachtree Street. Go 2 blocks and turn right onto Wall Street. Immediately turn left into the PARKING DECK. Park and return to Wall Street. Turn right to face Peachtree Street and the main entrance to Two Peachtree Building. Cross Peachtree Street and enter the building. Stop at the Security Desk for a pass and directions to the training room.
- **From the west:** Take I-20 East to Exit #56B (Windsor/Spring Street). Go to the 3rd traffic light and turn left onto Central Avenue. Follow Central Avenue to the 5th traffic light. Turn left onto Martin Luther King Jr. Drive. Go 2 blocks and turn right onto Peachtree Street. Go 2 blocks and turn right onto Wall Street. Immediately turn left into the PARKING DECK. Park and return to Wall Street. Turn right to face Peachtree Street and the main entrance to Two Peachtree Building. Cross Peachtree Street and enter the building. Stop at the Security Desk for a pass and directions to the training room.